



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

17 NOV 1995

CECW-ON/CEPR-O

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: National Sign Standards Policy Letter 95-03 --
Procurement Methods

1. Reference: Federal Acquisition Regulation (FAR), Subpart 8.6.
2. The FAR requires that Federal agencies purchase signs from the Federal Prison Industries, Incorporated (FPI) (UNICOR).
3. The FPI and the U.S. Army Corps of Engineers are working to streamline the business processes and procedures in the sign procurement arena. The FPI is making progress in eliminating unnecessary steps from their shipment process. On the other side of the same coin, the Corps needs to streamline its payment methods.
4. Procurement of signs from the FPI should proceed using one of the following methods: 1) Government Wide Credit Card for Quick-Ship UNICOR products that offer fifteen day shipment from receipt of order; 2) Blanket Purchase Agreement with the FPI (for procurements limited by the call order dollar amount); 3) DD Form 1155 (for purchase orders over \$2,500.00).
5. Other methods should not be used to procure signs from the FPI.
6. The Headquarters point of contact for this matter is George Tabb. Mr. Tabb may be reached at 202-761-1791.

FOR THE COMMANDER:

STANLEY G. GENEGA
Major General USA
Director of Civil Works